

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
December 17, 2015**

Members in Attendance:

Dan Langford, President
Morris Bradley, Treasurer
Jim Chatterton, Secretary

Mike Jones, V.P.
Dan Dronberger, Asst. Treasurer

Others in Attendance:

Fred Windisch, Fire Chief
Teresa Griffin, Office Manager

CALL TO ORDER

Dan Langford called the December 17, 2015 ESD Board Meeting to order at 5:00 p.m.

MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the November 23, 2015 Board Meeting.

Morris Bradley mentioned that FCW had submitted the annual report required by law to the Texas Department of Agriculture in lieu of Howard Katz having to do it. Since it is required by law, Morris feels it should be noted in the minutes. Teresa will include that in the minutes. Mike Jones made a motion to accept the minutes with the noted addition. Morris Bradley seconded with unanimous approval of the board.

PUBLIC COMMENTS

No public was in attendance.

FINANCIAL REPORTS

Morris Bradley handed out the 2015 Budget vs. Year to Date report through November 2015.

In line to the report that Teresa sent out, (Income/Expense Status & YTD), Morris moved the sale of the shed up to Miscellaneous Revenue from Cost of Goods Sold.

Dan Dronberger noted that the tax receipts for previous years' tax receipts are down at this time.

The PVFA draw was last month; we're \$50K over budget there.

Some more spending on Station 63 Capital Outlay; we are now over budget by \$220K.

Morris reported on the bank balances in our various accounts as of November 30, 2015.

Checking Account: We had a beginning balance of \$ 692,266.05 with deposits totaling \$ 926,010.44 (which includes \$ 306.53 interest), and checks and debits of \$ 906,534.35.

Money Market Account: We had a beginning balance of \$ 412,228.52, with an interest deposit of \$ 67.76, for an ending balance of \$ 412,296.28.

Sales Tax Money Market Account: We had a beginning balance of \$ 1,305,796.33 with deposits of \$ 125,642.22 (which includes interest of \$ 189.47), and check/debit of \$800,000.00 for an ending balance of \$631,438.55.

Morris presented the (4) bills we have this month to pay, as follows:

Nortex Modular Leasing	\$5,259.06	14 x 60 Mobile Unit – Sta. 3
BRW Architects	8,976.00	Services through Nov. 30, 2015
Pro-Safe Fire Training Systems	38,325.00	Station 3 Burn Bldg. Upgrade
Pro-Safe Fire Training	3,680.00	Inspection & Maintenance Visit
VFIS Insurance	2,121.00	Property & Casualty Renewal

Morris asked if there were any questions on the Financial Report.

Sales Tax for 2015 is beginning to come in more frequently now.

FCW noted that relative to the Modular Leasing bill for the mobile home rental, this will be rolled into PVFA for next year.

The Pro-Safe invoices, one was for the upgrade of the burn building, and to recertify the building. There was some cost savings in the recertification because we split some of that cost with the Woodlands FD. The PVFA 2016 budget includes the annual inspection.

Also for this meeting is the quarterly compensation for the Board.

Mike Jones made a motion to approve the bills and the commissioners' compensation; as well as the Financial Report. Dan Dronberger seconded with unanimous board approval.

Station 62 Payment & Payoff

Morris addressed making a \$600K payment on the Station 62 loan, as discussed previously. Discussed transferring the money from the Sales Tax account and transferring over to checking, leaving approximately \$100K for now in the Sales Tax Account. Mike Jones made the motion to approve the transfer of funds and the paying of \$600K against the principle of the loan. Dan Dronberger seconded the motion with unanimous approval of the board. Teresa will make the transfer and cut the check tomorrow.

FCW commented that \$2.75 million is still the PVFA number for the draw next year.

FIRE CHIEF'S REPORT

FCW reported that on the page following the Balance Sheet in the minute's package, there is a copy of his email relative to the Annual Report required by law to the Texas Department of Agriculture. He has done the submission for ESD 28, and notified counsel.

Every other month, E-62 is providing aid to Spring, it increases our numbers and is called Auto Aid. We have had 57 automatic aid responses to Spring in November. On the 28th, we had two house fires within 3 ½ hours. Our total responses for the month are 212 runs. We may hit 2,000 total runs for the year.

Attached is the Monthly Report, as well as Cash Flow. To date, we are \$88K under budget. We will see what happens this month.

We purchased Firefighting Foam since we were almost out in December. We were \$30-40K under total budget.

Traffic Signals

There was a TXDOT Meeting today, just before the meeting we met with our local representative. It was a great meeting and we felt we made some progress.

Training Facility Upgrade

FCW said we can remove from the agenda.

2016 PVFA Budget

FCW referred to the Budget Addendum Report which was provided. There was an error in Fred's calculations which resulted in a deficit in the budget at this time of \$20,500 in the total budget. We kept the raises for the full time people, we maintained the current Captain Stipend, and also for Public Education (Marti Stein). We will look at again mid-year and see where we are and can address at that time.

Fred said he was glad to answer any questions.

Mike Jones made a motion to agree on the proposed budget changed. Jim Chatterton seconded the motion with unanimous approval of the board.

Contract ESD/PVFA

FCW mailed out to everyone early to afford time to review. Fred feels confident that this meets our needs for the future and offers protection for the ESD and also for the PVFA. Does anyone have a question? Dan Dronberger mentioned on page 10, second line, there is "am" standing out there alone. FCW thinks it is just a typo; he will note it and change.

Also, on page 15 at the top, the board members are referred to as "Board of Fire Commissioners". Fred said that is standard in Howard's legal documents for the ESD's.

We are going to fix some typos, Jim and Dan Langford will sign prior to the PVFA Board Meeting, and then PVFA can sign.

Dan Langford asked if everyone was ok with the Contract with the noted change. The Board unanimously approved.

SAFE-D February 18-20 (FCW reserved rooms)

FCW confirmed that all 5 of the Board Members are registered at Moody Gardens. The conference is over at noon on Saturday. Does anyone want to stay over on Saturday night? No one wanted to stay the additional night. FCW

will put it all on one credit card and confirm. We can all meet for dinner on top of the building on Friday night, we will arrive on Thursday.

Station 63 Construction

Dan Dronberger reported that they had one more meeting and commented that they are just waiting on several things right now. Centerpoint was contacted; they have to put their plan together which takes 4-6 weeks. They will start on the median January 1, then the parking lot. Centerpoint will set lines/poles on the south side.

The power issue is still Tony's concern. We need to maintain the training field. January 23rd is the start of the next Recruit Class. They won't need the Training Facility until after the first 4 weeks.

The storage POD is there now. Temporary Housing is there as well.

New Shed

The electrician will be putting electric work in, \$6100 additional to put power in the shed.

2015 ESD Audit

Debbie Gibson sent over the Letter of Engagement for the 2015 ESD Audit. Dan Langford executed the agreement on behalf of the Board. Mike Jones and Dan Dronberger approved with unanimous approval of the Board.

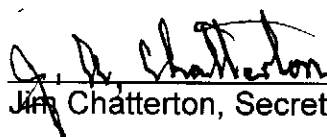
ESD 11

FCW received a call this morning from Brad England, asking if Fred can get the other Fire Chiefs' there, as he felt there may be an issue. The errant commissioner was thought to be coming in to dispute the CCEMS budget. As it turned out, the other commissioner came in and approved the budget and the addition of three more ambulances. The budget is approved.

MOTION TO ADJOURN

A motion to adjourn was made at 5:51 p.m. by Mike Jones and seconded by Dan Dronberger.

The next meeting will be held on Monday, January 18, 2016 at 5:00 p.m.



Jim Chatterton, Secretary